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CITY OF HOUSTON

Job Posting

Applications accepted from: **ALL PERSONS INTERESTED**

Job Classification SENIOR STAFF ANALYST (grant-funded)

Posting Number 109637 **Department MAYOR**

Division OFFICE OF PUBLIC SAFETY & HOMELAND SECURITY HOMELAND SECURITY GRANTS ADMINISTRATION 900 BAGBY, 2ND FLOOR Section

Reporting Location Workdays & Hours M - F, 9 a.m. - 6 p.m.

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS 9

- Manage homeland security grant administration; establish goals and objectives and evaluate section performance; develop and evaluate subordinates; develop and manage grant-related budgets. Work will involve investigating and making recommendations to address issues of high complexity and sensitivity.
- Propose and implement homeland security grant administration projects and policies.
- Manage financial oversight of the grant awards, including budget planning, revision, integration, and expenditure control and accounting procedures.
- Coordinate special projects, including planning, research, presentations, and evaluations as assigned.
- May direct and review vendor monitoring and evaluation.
- Direct staff services including personnel and purchasing.
- Provides leadership, guidance, training and advice to subordinates and staff in subrecipient departments; investigates special problems encountered by subordinates and staff in recipient departments.
- Compiles data, prepares and submits reports as required to fulfill grant conditions.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has individual discretion about walking, standing etc. within an essentially normal office environment.

MINIMUM EDUCATIONAL REQUIREMENTS 11

A Bachelor's degree in Business or Public Administration, Criminal Justice or a related field is required.

12 MINIMUM EXPERIENCE REQUIREMENTS

Five years of professional administrative, financial or analytical experience in a public safety field is required.

13 MINIMUM LICENSE REQUIREMENTS

Valid Texas Drivers License and compliance with the City of Houston policy on driving (AP 2-2)

14 **PREFERENCES**

Preference will be given to applicants with excellent written and oral communication skills; familiarity with the city's existing financial management system and/or SAP; and/or knowledge of city of Houston policies and procedures governing grant administration and procurement.

15 SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION 16 □No

If yes, this position is subject to random drug testing; if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION 17

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 28</u> 92 Biweekly \$46,202 – \$67,392 Annually \$1,777 - \$2,592 Biweekly

18 **OPENING DATE** March 29, 2006 **CLOSING DATE** Open Until Filled 19

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. For application status inquiries, please call (713) 837-0266. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is (713) 837-9471.

An equal opportunity employer